

Air Education and Training Command

Training Programs Management



U.S. AIR FORCE

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Integrity - Service - Excellence



Overview



- Master Training Plans
- Initial Orientation Process
- CDC Program Management
- Upgrade Training
- Documentation
- Useful Websites



Master Training Plan



- AFI 36-2201, Vol 3, states it is the responsibility of the supervisor to develop a Master Training Plan
- **What is it?** A Master Training Plan is a reference guide developed for each section that includes all facets of training for individuals assigned.



Master Training Plan



- Used to standardize training and give trainee's, trainer's, supervisor's, NCOIC's, and OIC's an overview of the training process for the duty section.
(ROADMAP)



Master Training Plan



- **What's in it?**

1. Initial Orientation Checklist (AF Form 623a)
2. Job Description for each duty position
3. Upgrade requirements for 5 & 7 levels
 - CDC's that must be completed
 - Time Requirements
 - RAMS or QTP's (if any) or 7 level school



Master Training Plan



- ## 4. CDC procedures (for each skill level)
- What sequence volumes will be issued
 - Procedures for checking progress
 - New Wing Policy we discussed last quarter



Master Training Plan



5. Testing procedures for CDC's
 - When to schedule pre-testing
 - Course Exam procedures
6. Master Task Listing (MTL) CFETP
 - Identifies all tasks required for duty section
 - Identifies tasks for upgrade to 5 or 7 level
 - Identifies duty position specific tasks



Master Training Plan



7. Task Qualification Roadmap

- Identifies which task will be trained first, second, etc
- Time-frame of expected completion

8. Recurring Training Items

- Ancillary training, annual training, deployment training, etc...
- A good MTP is easy to follow and lays out what it takes for someone in my section to get fully qualified to do their job



Initial Evaluation



- Timeframe within 60 days of assignment
- Requirements
 - Conduct and document initial evaluation of knowledge and skills
 - Reflects qualifications and training requirements



Initial Evaluation (con't)



- Formal school graduates
 - Purpose- to determine the effectiveness of the training received
 - Process – use appropriate CFETP/STS



Initial Evaluation (con't)



- Experienced personnel who are newly assigned to the work center
 - Review training record
 - Identify duty position tasks
 - Add or erase circles as applicable



Initial Evaluation (con't)



- Experienced personnel who are newly assigned to the work center (con't)
- Tasks previously signed off and still required, evaluate the individual on them
- If individual can still do the task within the work center standard for speed and accuracy then leave as is



Initial Evaluation (con't)



- Experienced personnel who are newly assigned to the work center (con't)
 - If unqualified, decertify the individual on the task, and annotate 623a
 - Question individual to determine task knowledge
 - Procedures and standards may differ between work centers



Define Training Requirements



- Determine duty (job) position requirements
- Compare trainees skills to knowledge
- The list of tasks which members can not perform defines the individuals training requirements



CDC Program Management



- Vital program that must be properly administered and managed
- Chapter 9, AFI 36-2201, volume 3 covers CDC administration in detail
- Local Wing Policy Decision Logic Table
- How does the process work?



CDC Program Management



- CDC is required and available
 - Base or unit training manager request enrollment
 - Done when they in-process my office
- Unit training manager issues CDC material to the supervisor and trainee



CDC Program Management



- Supervisor issues first volume
 - Determines sequence
 - Sets overall course completion schedule
 - Each volume must be completed within 30 days



CDC Program Management



- Trainee completes unit review exercises
 - Open book teaching device
 - Trainee transfers answers to Field Scoring Sheet ECI Form 34
 - Supervisor scores and conducts review training on areas missed

ECI FIELD-SCORING ANSWER SHEET

| CDC | VOLUME | FORM # | TRAINEE'S NAME (Last, first, MI) | GRADE |
|---------------------------------|--|----------------------|----------------------------------|----------------------|
| 001. (a) (b) (c) (d) | 026. (a) (b) (c) (d) | 051. (a) (b) (c) (d) | 076. (a) (b) (c) (d) | 101. (a) (b) (c) (d) |
| 002. (a) (b) (c) (d) | 027. (a) (b) (c) (d) | 052. (a) (b) (c) (d) | 077. (a) (b) (c) (d) | 102. (a) (b) (c) (d) |
| 003. (a) (b) (c) (d) | 028. (a) (b) (c) (d) | 053. (a) (b) (c) (d) | 078. (a) (b) (c) (d) | 103. (a) (b) (c) (d) |
| 004. (a) (b) (c) (d) | 029. (a) (b) (c) (d) | 054. (a) (b) (c) (d) | 079. (a) (b) (c) (d) | 104. (a) (b) (c) (d) |
| 005. (a) (b) (c) (d) | 030. (a) (b) (c) (d) | 055. (a) (b) (c) (d) | 080. (a) (b) (c) (d) | 105. (a) (b) (c) (d) |
| 006. (a) (b) (c) (d) | 031. (a) (b) (c) (d) | 056. (a) (b) (c) (d) | 081. (a) (b) (c) (d) | 106. (a) (b) (c) (d) |
| 024. (a) (b) (c) (d) | 049. (a) (b) (c) (d) | 074. (a) (b) (c) (d) | 099. (a) (b) (c) (d) | 124. (a) (b) (c) (d) |
| 025. (a) (b) (c) (d) | 050. (a) (b) (c) (d) | 075. (a) (b) (c) (d) | 100. (a) (b) (c) (d) | |
| REVIEW TRAINING NOT REQUIRED | <input type="checkbox"/> <input type="checkbox"/> | DATE STARTED | DATE DUE COMPLETION | DATE COMPLETED |
| SUPERVISOR'S SIGNATURE | | TRAINEE'S SIGNATURE | | |



CDC Program Management



- Trainee completes last URE
- Supervisor conducts a comprehensive review of entire CDC
- This review must be documented on the AF Form 623a with both supervisor and trainee signatures. **“A comprehensive review over CDC 2W051 was conducted with my trainee and he/she is ready to take their course exam.”**



CDC Program Management



- The UTM schedules exam within 30 days of notification of test arrival
- Tests are always on Thursday
- Results can be found out on following Tuesday



CDC Program Management



- Satisfactory results received
 - Supervisor conducts and documents review training, signs and places the CE scorecard in the AF form 623 until trainee completes upgrade

CERTIFICATION OF COURSE COMPLETION

as of

05-DEC-2003

Name 32 JOE MILLIONAIRE

SSN 0123

Course 4N051A

Enrollment Date 19-MAY-2003

Number of Volumes in Course 04

VRE/CE

DATE RECEIVED

SCORE

STUDY HOURS

CE

06-NOV-2003

082

015

TOTAL ITEMS SCORED 105 – AREAS REQUIRING FURTHER STUDY

015 018 205 216 218 419 420 423 429 434 435 446 448
449 471 473 600 601 603 613 613 614 620 631

MINIMUM PASSING SCORE 065

COURSE STUDY HOURS 072 FOR OFFICIAL RECORD

QUESTIONS SEE YOUR TRAINER OR EDUCATION OFFICER

REVIEW TRAINING ☐ STARTED _____ DUE COMPLETION _____ COMPLETED _____

NOT REQUIRED ☐

SUPERVISOR'S SIGNATURE

TRAINEE'S SIGNATURE



Initial unsatisfactory results received

- Commander interviews supervisor and trainee with the help of the UTM within 30 days of notification
- Determines reason for failure and corrective action



CDC Program Management



- Second unsatisfactory results received
 - Commander interviews supervisor and trainee with the help of the UTM within 30 days of notification
 - Determines reason for failure
 - Commander selects option



CDC Program Management



- Reactivation procedures for expired enrollment
 - Squadron commanders or equivalent may approve if the period of the disenrollment is 90 days or less
 - Reactivations beyond 90 days must be approved by the group commander



Upgrade Training



- 5 level

- Complete mandatory CDC's
- All core tasks trained/signed-off in CFETP
- Other duty-position requirements trained/signed-off
- Complete minimum 15 months in UGT
- Recommended by the Supervisor - **should be done NLT 90 days after eligible**



Upgrade Training



- 7 Level

- Be a Staff Sergeant
- Complete mandatory CDC's
- All core tasks trained/signed-off in CFETP
- Other duty-position requirements trained/signed-off
- Attend 7 level school, if available
- Complete minimum 12 months in UGT
- Recommended by the Supervisor – **should be done NLT 90 days after eligible**



Upgrade Training



- 5 Level Retrainee
 - Must meet all mandatory requirements as normal upgrade
 - Timeframe shorter – only 9 months



Upgrade Training



- **7 Level Retrainee**
 - Must meet all mandatory requirements as normal upgrade
 - Timeframe shorter – only 6 months IF HELD 7 LEVEL IN PRIOR AFSC



Documentation



- Training record is a historical document
- Document training often
- CFETP / AF Form 623a



Transcribing Procedures



OLD CFETP

| TASKS, KNOWLEDGE AND TECHNICAL REFERENCES | CORE TASKS | 3. CERTIFICATION FOR | | | | CERT |
|---|------------|--------------------------|-----------------|------------------|------------------|------|
| | | START CERT CATE OFFICIAL | COMP DATE | TRAINEE INITIALS | TRAINER INITIALS | |
| 1. 5.3. Folders TR: QTP | | | | | | |
| 5.3.1. Modify | | 8 Sep 02 VFT | 8 Sep 01 LCS | SRE | | |
| 5.3.2. Save | | 10 Sep 01 VFT | 10 Sep 01 | SME | | |
| 5.4. Execute Queries | | | | | | |
| 5.6. Export Data | | 6 May 01 | 6 May 01 | SME | VFT | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

NEW CFETP

| TASKS, KNOWLEDGE AND TECHNICAL REFERENCES | 2. CORE TASKS | 3. CERTIFICATION FOR | | | | CERT |
|---|---------------|--------------------------|-----------|------------------|------------------|------|
| | | START CERT CATE OFFICIAL | COMP DATE | TRAINEE INITIALS | TRAINER INITIALS | |
| 1. 5.3. Folders TR: QTP | | | | | | |
| 5.3.1. Modify | * | | | | | |
| 5.3.2. Save | | | | | | |
| 5.4. Execute Queries | | | | | | |
| 5.6. Export Data | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

For Core or Non-core tasks previously certified and required in the current duty position click to document the transcribing procedures.



Transcribing Procedures



OLD CFETP

| TASKS, KNOWLEDGE AND TECHNICAL REFERENCES | CORE TASKS | 3. CERTIFICATION FOR | | | | CERT |
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| 5.3.1. Modify | | 8 Sep 02 | 8 Sep 01 | SRE | | |
| 5.3.2. Save | | 10 Sep 01 | 10 Sep 01 | SME | | |
| 5.4. Execute Queries | | | | | | |
| 5.6. Export Data | | 6 May 01 | 6 May 01 | SME | VFT | |

NEW CFETP

| TASKS, KNOWLEDGE AND TECHNICAL REFERENCES | 2. CORE TASKS | 3. CERTIFICATION FOR | | | | CERT |
|---|---------------|--------------------------|-----------|------------------|------------------|------|
| | | START CERT CATE OFFICIAL | COMP DATE | TRAINEE INITIALS | TRAINER INITIALS | |
| 1. 5.3. Folders TR: QTP | | | | | | |
| 5.3.1. Modify | * | DTW | 6 Jun 03 | SRE | | |
| 5.3.2. Save | | | 6 Jun 03 | SRE | DTW | |
| 5.4. Execute Queries | | | | | | |
| 5.6. Export Data | | | | | | |

For Core or Non-core tasks previously certified and required in the current duty position, recertify using current date as completion date and enter trainee's initials in column C and supervisor's/ trainer's/ certifier's initials in column D. Column E (Certifier's Initials) will not be used for transcribing. Rationale: Clarifies transcribing documentation procedures



Transcribing Procedures



OLD CFETP

| TASKS, KNOWLEDGE AND TECHNICAL REFERENCES | CORE TASKS | 3. CERTIFICATION FOR | | | | CERT |
|---|------------|--------------------------|-----------------|------------------|------------------|------|
| | | START CERT CATE OFFICIAL | COMP DATE | TRAINEE INITIALS | TRAINER INITIALS | |
| 1. 5.3. Folders TR: QTP | | | | | | |
| 5.3.1. Modify | | 8 Sep 02 VFT | 8 Sep 01 LCS | SRE | | |
| 5.3.2. Save | | 10 Sep 01 VFT | 10 Sep 01 | SME | | |
| 5.4. Execute Queries | | | | | | |
| 5.6. Export Data | | 6 May 01 | 6 May 01 | SME | VFT | |
| | | | | | | |
| | | | | | | |

NEW CFETP

| TASKS, KNOWLEDGE AND TECHNICAL REFERENCES | 2. CORE TASKS | 3. CERTIFICATION FOR | | | | CERT |
|---|---------------|----------------------|-----------|------------------|------------------|------|
| | | START CATE OFFICIAL | COMP DATE | TRAINEE INITIALS | TRAINER INITIALS | |
| 1. 5.3. Folders TR: QTP | | | | | | |
| 5.3.1. Modify | * | DTW | 6 Jun 03 | SRE | | |
| 5.3.2. Save | | | 6 Jun 03 | SRE | DTW | |
| 5.4. Execute Queries | | | | | | |
| 5.6. Export Data | | | 6 Jun 03 | | | |
| | | | | | | |
| | | | | | | |

For previous certified tasks not required in the current duty position, (do not circle) transcribe only the previous completion date (no initials). If and when these tasks become a duty position requirement, recertify using standard certification procedures. Click to document previous certification that is no longer required. **Document the transcribing actions on the AF form 623a.**



AF Form 623a



EXAMPLE: AF FORM 623a Documentation Procedure

| ON - THE - JOB TRAINING RECORD CONTINUATION SHEET | |
|--|----------|
| 10 Jan 00 SSgt Jones reported to duty from 3 level school on 10 Jan 00. He was issued training records and given a trainee orientation briefing. The orientation briefing was placed in his training records. | |
| Tom Wilson Larry Jones Supervisor: TSgt Tom Wilson SSgt Larry Jones | Trainee: |

Trainee and supervisor will sign and date all entries annotated on the AF form 623a.



Useful Websites



- Air Force Institute for Advanced Distance Learning (AFIADL)
- <http://www.maxwell.af.mil/au/afiadl/main.htm>
 - CDC Availability
 - Average Scores AF Wide for AFSC CDC's



Useful Websites



- Air Force Pubs site has forms, AFI's, and CFETP's
- <http://www.e-publishing.af.mil>
- Air Force Formal Course Listing
- <https://etca.randolph.af.mil/>



Questions?

Comments?